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NETWORK EXPANSION KIT

# Operator's Manual for Network Scanner

# GA-1330

# INTRODUCTION

The optional network expansion kit (GA-1330) enables the machine to be used as a network scanner.

- This manual only explains features that can be used when the optional network expansion kit is installed. For information on loading paper, replacing toner cartridges, clearing paper misfeeds, handling peripheral devices, and other copier-related information, please refer to your operation manual for the machine.
  For information on the printer function that can be used when the network expansion kit is installed, see the online manual for the network printer that accompanies the network expansion kit.
- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- This manual refers to the Multifunctional Digital Systems e-STUDIO203S/203SD as "the machine".
- For information on the operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are for Windows XP. The screens may vary depending on your Windows version and settings.
- This manual refers to the Reversing Automatic Document Feeder as the "RADF".
- Where "e-STUDIOXXXX" appears in this manual, please substitute the name of your model.

## Warranty

While every effort has been made to make this operation manual as accurate and helpful as possible, TOSHIBA TEC CORPORATION makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. TOSHIBA TEC CORPORATION is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.

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The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

# CONTENTS


**INTRODUCTION ..... 2**

## 1 BEFORE USING THE NETWORK SCANNER FUNCTION

**ABOUT THE NETWORK SCANNER FUNCTION.... 4**

**SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE .. 5**

- HOW TO ACCESS THE WEB PAGE AND VIEW HELP .....5

**ABOUT THE WEB PAGE (FOR USERS)..... 6**

- STORING SCANNING SETTINGS.....7
- STORING DESTINATIONS .....8

**ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR) ..... 13**

- BASIC SETTINGS FOR NETWORK SCANNING .....14
- VARIOUS SERVER SETTINGS .....15
- PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords]) .....16

## 2 USING THE NETWORK SCANNER FUNCTION

**BASIC TRANSMISSION PROCEDURE..... 17**

- TRANSMISSION METHODS FOR SCAN TO E-MAIL .....18
- IMAGE ORIENTATION AND STANDARD ORIGINAL LOADING ORIENTATION .....20
- HOW TO ENTER CHARACTERS .....20

## 3 TROUBLESHOOTING

**TROUBLESHOOTING ..... 21**

- DISPLAY MESSAGES.....22
- IF YOUR E-MAIL IS RETURNED .....22
- IMPORTANT POINTS WHEN USING SCAN TO E-MAIL .....23

**CHECKING THE IP ADDRESS ..... 24**

- HOW TO RESET THE NETWORK EXPANSION KIT .....24

## 4 DESKTOP DOCUMENT MANAGER CD-ROM (for Windows)

**SOFTWARE PROGRAMS.....25**

- DESKTOP DOCUMENT MANAGER (Desktop Document Management Software) ..... 25
- NETWORK SCANNER TOOL ..... 25
- TOSHIBA TWAIN AR/DM ..... 26

**USER'S GUIDES FOR SOFTWARE PROGRAMS .....26**

**INSTALLING THE SOFTWARE PROGRAM ..27**

- INSTALLING DESKTOP DOCUMENT MANAGER AND NETWORK SCANNER TOOL .....27
- INSTALLING TOSHIBA TWAIN AR/DM ..... 28

**UNINSTALLING THE SOFTWARE PROGRAM..28**

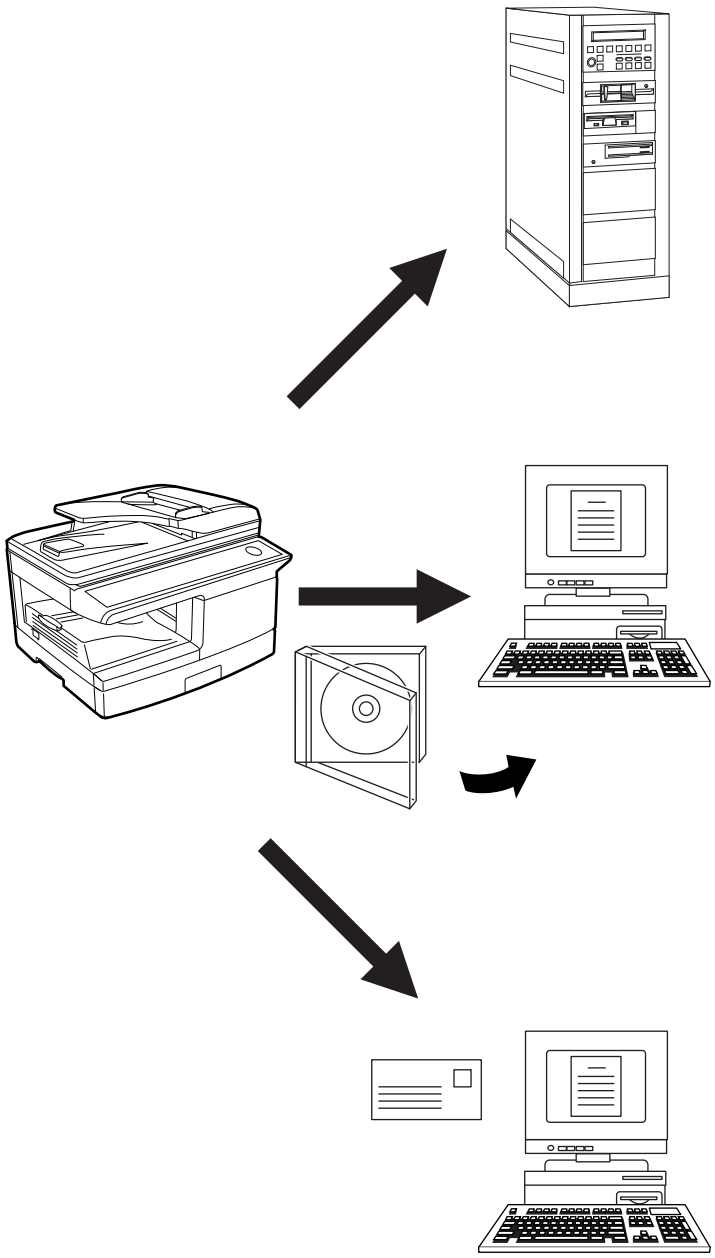
- UNINSTALLING THE SOFTWARE PROGRAM FROM THE CONTROL PANEL ..... 28

## 5 SPECIFICATIONS

# ABOUT THE NETWORK SCANNER FUNCTION

When the network expansion kit is installed in the machine, a document or photo can be scanned into an image file and sent over a network or the Internet to a file server, e-mail destination, or your own computer.
You can select from the following transmission methods as the destination where you wish to send the scanned image, depending on where you wish to send the scanned image data.





1. The scanned image can be sent to a memory storage device on a network (a designated directory on an FTP server). (This is called **"Scan to FTP"** in this manual.)
   When sending a scanned image to an FTP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data. (This is called **"Scan to FTP (Hyperlink)"** in this manual.)

2. A scanned image can be sent to a computer connected to the same network as the machine. (This is called **"Scan to Desktop"** in this manual.)

   * Before Scan to Desktop can be performed, the software in the CD-ROM that accompanies the network expansion kit (GA-1330) must be installed. For the procedure for installing the software, see the "DESKTOP DOCUMENT MANAGER CD-ROM (for Windows)" (p.25).

3. The scanned image can be sent to an e-mail recipient. (This is called **"Scan to E-mail"** in this manual.)

# SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the SMTP server, DNS server, and destination addresses must be configured.
To configure the settings, use a computer that is connected to the same network as the machine to access the machine's Web server. The Web page can be viewed with your Web browser (Internet Explorer 5.5 or later (Windows), or Netscape Navigator 6.0 or later).

## HOW TO ACCESS THE WEB PAGE AND VIEW HELP

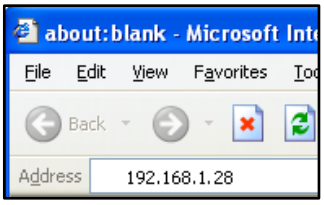
Use the following procedure to access the Web pages. [Help] can be clicked at the bottom of the menu frame to view information on the various function settings that can be operated remotely over the network from the machine's Web pages. For the settings of each function, see the explanations in Help.



### 1 Open the Web browser on your computer.

Supported browsers:
Internet Explorer 5.5 or later (Windows)
Netscape Navigator 6.0 or later

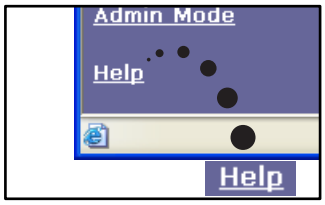
### 2 In the "Address" field of your Web browser, enter the IP address of the machine.




To check the IP address, see "CHECKING THE IP ADDRESS" (p.24).

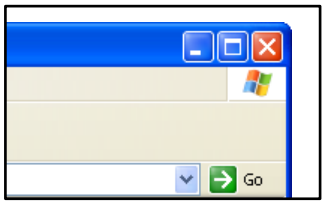
When the connection is complete, the Web page will appear in your Web browser.
☞"ABOUT THE WEB PAGE (FOR USERS)" (p.6)

### 3 Click [Help] under the menu frame.




For an explanation of a function or setting in the Web page, click the corresponding item in the Help screen.

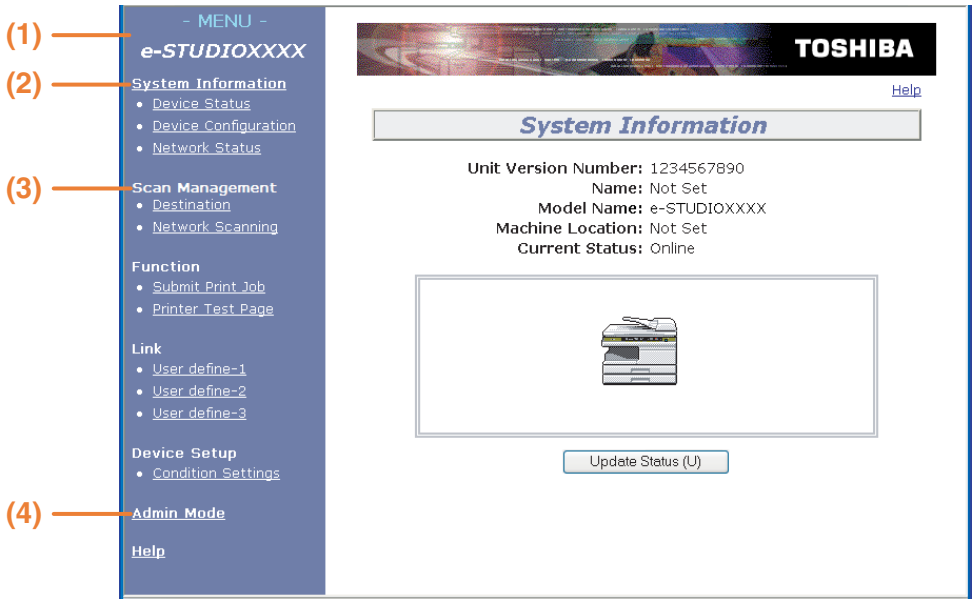
### 4 Close the Web page.




When you have finished using the Web page, click the (close) button in the top right corner of the page.

# ABOUT THE WEB PAGE (FOR USERS)

When you successfully connect to the Web server in the machine, the following page will appear in your browser. A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.
For detailed explanations of the procedures for configuring settings, click [Help] in the menu frame.




**(1) Menu frame**

The various settings appear in this frame. Click a menu item to configure the corresponding setting.

**(2) System Information**

This shows the model name and current status of the machine.

- Device Status
  This shows information on the machine's paper trays and output trays, toner and other supplies, and the total sheet usage count.
  Out of paper and other warnings appear in red.
- Device Configuration
  Shows what options are installed.
- Network Status
  Shows general information as well as the status of TCP/IP, NetWare, AppleTalk, and NetBEUI.

**(3) Scan Management**

This is the base screen for storing, editing, and deleting destination information.

- Destination (p.8)
  Store destinations for Scan to FTP, Scan to FTP (Hyperlink), Scan to Desktop, and Scan to E-mail. You can also edit or delete previously stored destination information.
- Network Scanning
  This section explains how to edit the scan mode and custom indexes.
  - Scan Mode
    Scanning settings appropriate for the use can be stored.
    ☞"STORING SCANNING SETTINGS" (p.7)
  - Custom Index
    This enables to change custom index names. Click the [Submit] button to store the entered information as index names.
    The custom index consists of six indexes. A 6-character index name can be stored for each index, allowing destinations to be grouped.

**(4) Admin Mode**

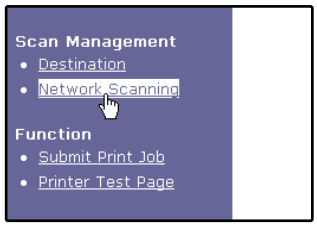
Click here to open the adminstrator Web page and enter the administrator user name and password.

☞"PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords])" (p.16)
☞"ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR)" (p.13)

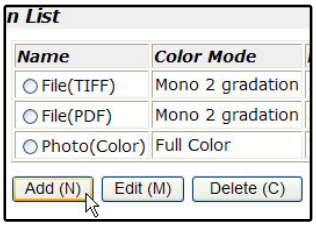
# STORING SCANNING SETTINGS

Sets of scan settings (color mode, resolution, file type, etc.) can be stored for use in various scanning applications. Each set of settings is called a "Scan Mode". When storing a destination, you can select one of the stored scanned modes. The settings of the selected scan mode will be used when you scan an image and send it to that destination (p.8 to 11).

## 1 Click "Network Scanning" in the menu frame of the Web page.



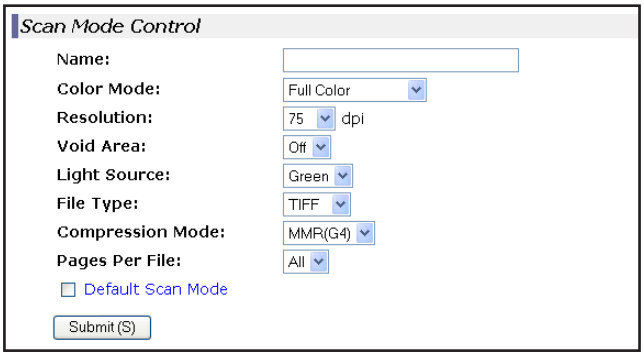

## 2 Click "Add" below the scan list.




If you need to change the settings in a previously stored scan mode, select the scan mode and click "Edit". To delete a scan mode, select the scan mode and click "Delete".

## 3 Select the desired scanning settings.

Refer to the following table for information on each setting.




## 4 When you have finished selecting the settings, click "Submit".

The selected settings are stored.

## Scan Mode settings

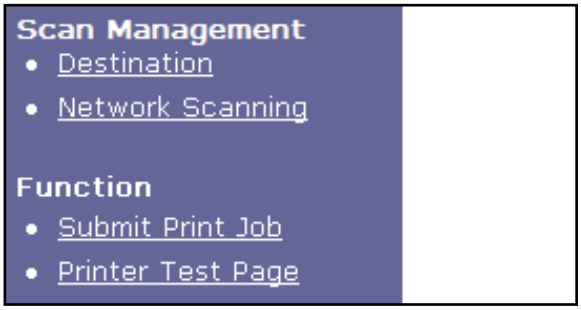
| Item | Description | Default setting |
|---|---|---|
| Name | Enter a name for the scan mode (up to 32 characters). | — |
| Color Mode | Select Full Color, Grayscale, or Mono 2 gradation for the color mode. | Full Color |
| Resolution | Select the resolution. | 75 dpi |
| Void Area | Select "On" to not scan the 4 mm around the edges of the image and instead attach a white border. | Off |
| Light Source | When "Mono 2 gradation" is selected for "Color Mode", select "Red", "Green", or "Blue" for the light source. | Green |
| File Type | Select "JPG", "PDF", or "TIFF" for the file type of the scanned image. | TIFF |
| Compression Mode | Select "None", "MH (G3)", or "MMR (G4)" for the compression mode of the scanned image. | None |
| Pages Per File | Select the number of pages per image file. | ALL |
| Default Scan Mode | If you wish to use this scan mode as the default scan mode when storing destinations, select the "Default Scan Mode" checkbox.<br>The "Default Scan Mode" is also used for Scan to E-mail when the e-mail address is directly entered or selected from an LDAP server. | Not selected |

**Note**

- For normal text originals, a sufficiently legible image is produced when the color mode is set to "Mono 2 gradation" and the resolution is 200 dpi or 300 dpi.
  The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as a photograph or an illustration. Note that a high resolution setting will result in a larger file size, and transmission may not be successful if there is insufficient disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original.
- To open the scanned image without using the software program in the CD-ROM that accompanies the network expansion kit, the recipient must have a viewer program that can open the image format (file type) that was selected as explained above.
- The factory default setting for the image format produces the smallest file (File Type: TIFF, Compression Mode: MMR (G4)). If the recipient cannot open the image, try sending the image in a different format.
- If the number of scanned originals is not divisible by the number set in "Pages Per File", the last file will have less pages.
- The scan settings stored in a scan mode cannot be edited or deleted if the scan mode has been selected for a destination.

# STORING DESTINATIONS

To store scanning destinations, click [Destination] in the Web page menu frame. This screen can also be used to edit or delete stored destinations. (p.12)
A total of 200 destinations* can be stored, including E-mail, FTP, Desktop, and Group destinations.
* Multiple e-mail addresses can be stored as a group (up to 100). Note that this may reduce the maximum number of destinations (normally 200) that can be stored.




E-mail: See below
FTP: See page 9.
Desktop: See page 10.
Group (E-mail): See page 11.



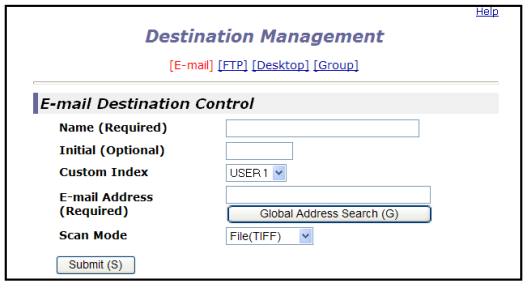
## Storing destinations for Scan to E-mail

### 1 Click [Destination] in the menu frame of the Web page.

### 2 Click [E-mail].

### 3 Enter the destination information.

For each setting, see the following table.




### 4 When you have finished entering the information, click [Submit].

The entries will be stored.

**Note** To perform Scan to E-mail, the SMTP server settings must first be established. (p.15))

## E-mail destination information

| Item | Description |
|---|---|
| Name (Required) | Enter the name of the destination (up to 36 characters). |
| Initial (Optional) | Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| Custom Index | Names can be assigned to the custom indexes as desired (p.6)), allowing convenient grouping of destinations. Select a custom index for the destination to be stored. |
| E-mail Address (Required) | Enter the e-mail address of the destination (up to 64 characters). If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server. |
| Scan Mode | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.7). |

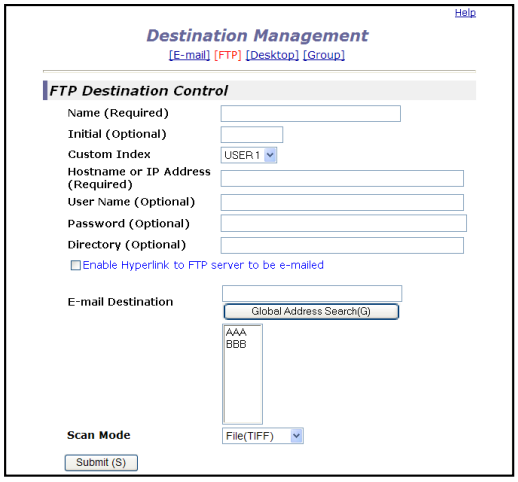
## Storing destinations for Scan to FTP

### 1 Click [Destination] in the menu frame of the Web page.

### 2 Click [FTP].

### 3 Enter the destination information.

For the settings, see the following table.




### 4 When you have completed all the entries, click [Submit].

The entries will be stored.

**Note**

- If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox and select a previously stored recipient (p.8) from "E-mail Destination", an e-mail will be sent to the recipient informing them of the file format and location of the scanned image data (Scan to FTP (Hyperlink)). A hyperlink to the file server to which the scanned image data was sent appears in the e-mail, and the recipient can click the hyperlink to go directly to the location where the image data is stored.
- Use "Scan Mode" to select a set of previously stored scanning settings (see "STORING SCANNING SETTINGS" (p.7)). The list shows the names of the stored scan modes.

## FTP destination information

| Item | Description |
|---|---|
| Name (Required) | Enter the name of the destination (up to 36 characters). |
| Initial (Optional) | Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| Custom Index | Names can be assigned to the custom indexes as desired (p.6), allowing convenient grouping of destinations. Select a custom index for the destination to be stored. |
| Hostname or IP Address (required)*1 | Enter the IP address or host name of the FTP server (maximum of 127 characters). |
| User Name (Optional) | Enter the login user name for the FTP server (maximum of 32 characters). |
| Password (Optional) | Enter the login password for the FTP server (maximum of 32 characters). |
| Directory (Optional) | If you wish to specify a destination directory on the FTP server, enter the directory (maximum of 200 characters). |
| Enable Hyperlink to FTP server to be e-mailed (Checkbox)*2 | When you send a scanned file to an FTP server, you can have a transmission notification automatically sent to the file recipient by e-mail. To have transmission notifications sent, select the checkbox. The FTP server name will appear in the transmission notification as a hyperlink. |
| E-mail Destination | Select the recipient that you wish to notify of the file transmission to the FTP server. To select a recipient here, the recipient's e-mail address must have been previously stored. (p.8) |
| Scan Mode | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.7). |

*1 If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (p.15)
*2 To perform Scan to FTP (Hyperlink), you must also enter the settings for the e-mail server.

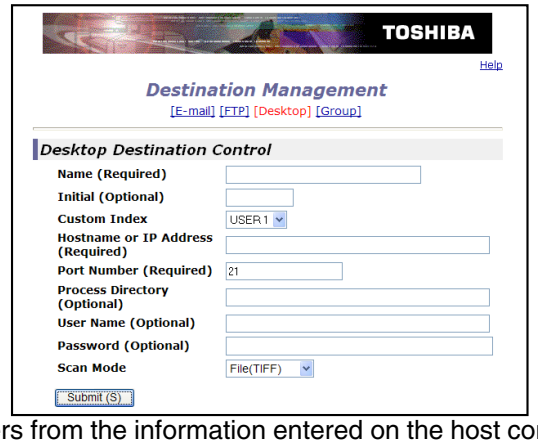
## Storing destinations for Scan to Desktop

The destination for Scan to Desktop is stored by the TOSHIBA Network Scanner Tool Setup Wizard when "Network Scanner Tool" is installed in your computer. For this reason, there is no need to store the Scan to Desktop destination in the Web page. (The Network Scanner Tool is on the "Desktop Document Manager" CD-ROM that accompanies the Network Expansion Kit.)
For information on Scan to Desktop system requirements, installing the Network Scanner Tool, and storing the destination, see the "DESKTOP DOCUMENT MANAGER CD-ROM (for Windows)" (p.25).
Normally your computer is stored as the destination by the method indicated above.

The following page for storing Scan to Desktop destination information appears when [Destination] is selected in the menu frame, followed by [Desktop]. This page is used mainly by the system administrator in the following circumstance.

- When another machine that also has the network expansion kit is added to your network and you wish to send an image scanned on the new machine to a destination stored on the existing machine.

See "Editing and deleting programmed transmission destinations" (p.12) to select the Scan to Desktop destination information that you wish to use on the new machine and enter the displayed information in this screen in the new machine. (When you have completed all entries, click [Submit].)
If there are several destinations that you wish to use on the new machine, repeat this procedure as needed.




If the information entered here differs from the information entered on the host computer, transmission/reception will not be possible.
For the settings, see the following table.

## Scan to Desktop destination information

| Item | Description |
|---|---|
| Name (Required) | Enter the name of the destination (up to 36 characters). |
| Initial (Optional) | Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| Custom Index | Names can be assigned to the custom indexes as desired (p.6), allowing convenient grouping of destinations. Select a custom index for the destination to be stored. |
| Hostname or IP Address (Required)* | Enter the IP address or host name of the FTP server (maximum of 127 characters). |
| Port Number (Required) | Enter a port number from 0 to 65535 for the desktop network scanner tool. |
| Process Directory (Optional) | Enter the destination directory name for the file (maximum of 200 characters). The file will be processed in this directory after it is received. |
| User Name (Optional) | Enter the login user name for the network scanner tool (maximum of 32 characters). |
| Password (Optional) | Enter the login password for the network scanner tool (maximum of 32 characters). |
| Scan Mode | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.7). |

* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (p.15)

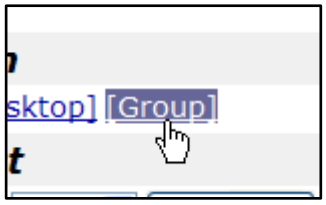
## Storing Groups (Scan to E-mail)

You can send a scanned image to multiple e-mail destinations in a single Scan to E-mail operation. If you frequently transmit to a fixed group of destinations, you can store the destinations as a group.

Note Up to 100 destinations can be stored in one group.

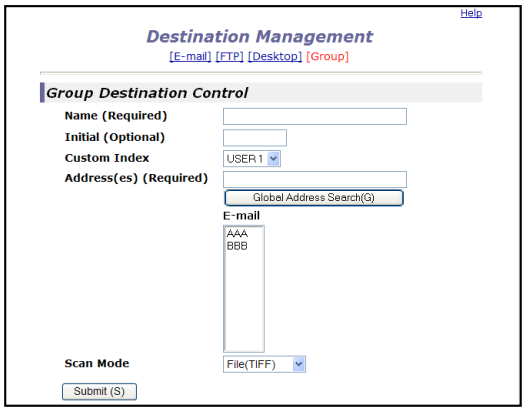
### 1 Click [Destination] in the menu frame of the Web page.

### 2 Click [Group].




### 3 Enter the destination information.

For the settings, see the following table.




### 4 When you have completed all of the entries, click "Submit".

The entries will be stored.

## Storing a group of destinations

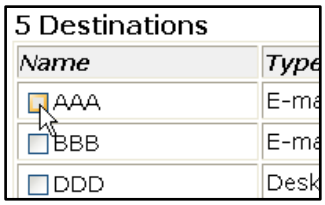
| Item | Description |
|---|---|
| Name (Required) | Enter the name of the destination (up to 36 characters). |
| Initial (Optional) | Enter initial text for the destinations (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| Custom Index | Names can be assigned to the custom indexes as desired (p.6), allowing convenient grouping of destinations. Select a custom index for the destination to be stored. |
| Address(es) (Required) | Select the address of each destination from the "E-mail" list box. Programmed e-mail destinations appear in each of the destination lists. To select multiple destinations, click each address while holding down the [Ctrl] key on the keyboard. If you need to cancel an address that has been selected, click the address again while holding down the [Ctrl] key.<br>If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server. Multiple e-mail addresses can be entered. Separate the e-mail addresses with a comma (,), semi-colon (;), space ( ), or colon (:). |
| Scan Mode | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.7). |

## Editing and deleting programmed transmission destinations

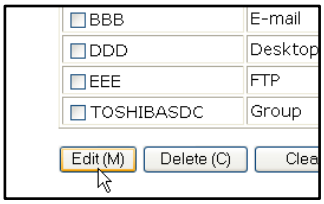
To edit or delete programmed destinations, click [Destination] in the menu frame of the Web page.

### 1 Click [Destination] in the menu frame of the Web page.

### 2 In the Destinations List, click the checkbox of the destination that you want to edit or delete.



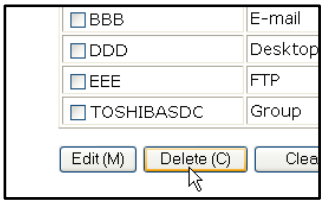

### 3 To edit the selected destination, click [Edit] at the bottom of the Destinations List.




The programming screen of the destination selected in step 2 appears. Edit the information in the same way as you initially stored it.

When finished, be sure to click [Submit] to save your changes.

### To delete the selected destination, click [Delete] at the bottom of the Destinations List.




A message appears asking you to confirm the deletion. Click [Yes] to delete.

**Note**

If you attempt to delete a programmed destination in the following situations, a warning message will appear and deletion will not be possible.

- The destination is included in a group.

If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then delete the destination. If the destination is included in a group, delete the destination from the group and then delete the destination.

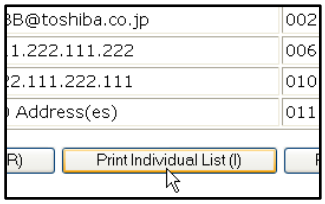
## Printing lists of programmed destinations

You can print lists showing the destinations that have been programmed.
The following lists can be printed.

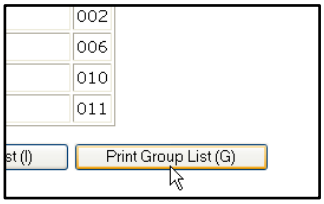
- Print individual list: Shows the information programmed in e-mail, FTP, desktop, and group destinations.
- Print group list: Shows only the information programmed in group (e-mail) destinations.

### 1 Click [Destination] in the menu frame of the Web page.

### 2 To print the individual list, click [Print Individual List] at the bottom of the destinations list.

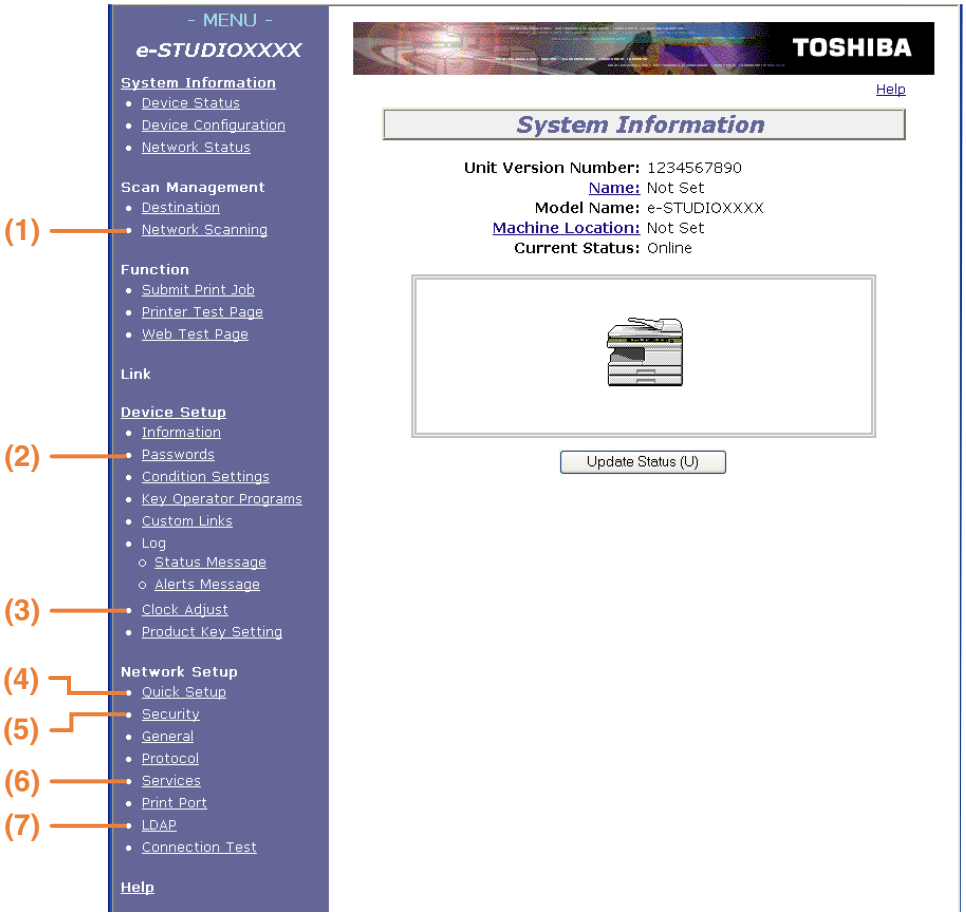



### 3 To print the group list, click [Print Group List] at the bottom of the destinations list.



# ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR)

In addition to the menu that appear in the user Web page, the Web page for the administrator also shows menus that can only be established by the administrator.
A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item.
Settings that can only be configured by the administrator are explained here.




**(1) Network Scanning (p.14)**
This lets you select transmission methods for the network scanner function and configure settings for Scan to E-mail.

**(2) Passwords (p.16)**
The administrator can establish passwords to protect the Web site. Enter the password that you wish to establish and click the [Submit] button.
A password can be set for the administrator and users.

**(3) Clock Adjust**
This is used to set the time in the machine. Make sure the time is set correctly when performing Scan to E-mail.
This setting does not appear on models that have the fax function. If your model has the fax function, see the "Operation manual (for facsimile)" to set the time at the operation panel of the machine.

**(4) Quick Setup (p.15)**
This is used to configure basic settings for the SMTP, DNS, and LDAP servers.

**(5) Security**
Port numbers can be changed or disabled for security purposes.

**Note**
If "HTTP" is disabled, it will not be possible to open the Web page. To open the Web page in this case, the network expansion kit must be reset.
☞"HOW TO RESET THE NETWORK EXPANSION KIT" (p.24)

**(6) Services (p.15)**
This is used to configure advanced SMTP and DNS server settings as needed for each transmission method.

**(7) LDAP (p.15)**
This is used to configure advanced settings for global address searches.

# BASIC SETTINGS FOR NETWORK SCANNING

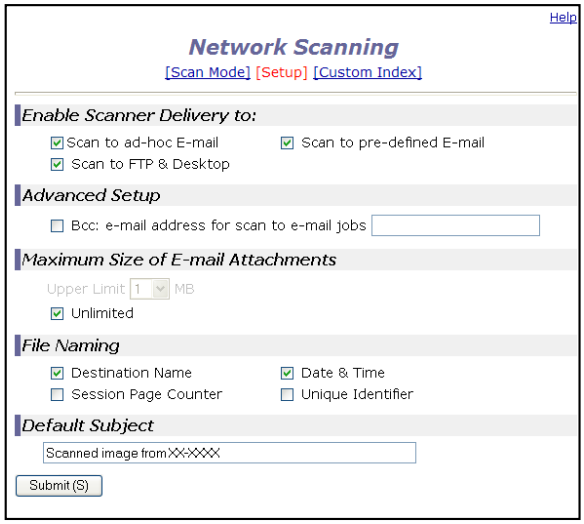
Click [Network Scanning] in the menu frame and configure the required settings. A password is required to access this screen. (p.16) These settings should only be configured by the network administrator. For explanations of each of the items, click [Help] in the menu frame.

## 1 Click [Network Scanning] in the menu frame.

The Network Scanning setup page appears.

## 2 Select the transmission methods that you wish to use.

Select the scanner delivery methods that you want to use. In the "Enable Scanner Delivery to:" field, click the checkbox next to each method that you want to use so that a checkmark appears in the checkbox.
All transmission methods are initially selected (factory default settings).




## 3 Configure the Advanced Setup settings.

Select advanced functions that can be used for Scan to E-mail.
If you wish to BCC a copy of a Scan to E-mail transmission to an e-mail address, select the [Bcc] checkbox and enter the e-mail address.

## 4 Set a limit for the size of image files.

To prevent the transmission of excessively large files by Scan to E-mail, you can set a size limit. If the image file created from the scanned image is larger than the set limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in increments of 1 MB.
The factory default setting is [Unlimited]. If you wish to set a limit, remove the checkmark from the [Unlimited] checkbox and enter the desired limit.

## 5 Select the method for assigning a file name to a scanned image.

Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Destination Name" and "Date & Time" are initially selected.

**Note**

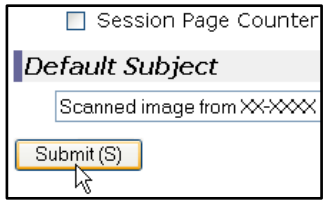
If you are going to send images to the same recipient more than once, we recommend that you also select "Session Page Counter" or "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.

## 6 Selecting an e-mail subject (only used for Scan to E-mail).

The setting is used to enter the subject that appears in the recipient's e-mail program when you perform Scan to E-mail. (This setting is not necessary if you will not be using Scan to E-mail.) Enter a subject (maximum of 80 characters). If nothing is entered, "Scanned image from <Device Name>*" will appear.

* The name that appears in Device Name is the name stored in "Name" in the screen that appears when you click [System Information] in the menu frame. If a name has not been stored, the product name will appear.

## 7 Click [Submit].




After entering the settings, be sure to click [Submit] to store them.

# VARIOUS SERVER SETTINGS

The procedures for using [Quick Setup] are explained here. [Quick Setup] is used to quickly configure only the required settings for "SMTP", "DNS", and "LDAP" servers. These settings are normally configured first.

SMTP server: SMTP is used to transmit e-mail that is sent using Scan to E-mail or Scan to FTP (Hyperlink). To use these transmission methods, your SMTP server settings must be configured.

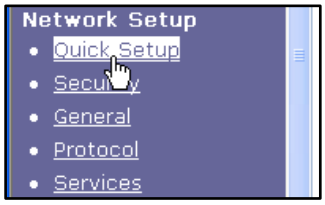
DNS server: If you entered a host name in "Primary SMTP Server" or "Secondary SMTP Server" of "SMTP", you must also configure your DNS server settings.
You will also need to configure your DNS server settings if host names will be entered in "Hostname or IP Address" when storing destinations for Scan to FTP (Scan to FTP (Hyperlink)) or Scan to Desktop.

LDAP server: If mail addresses are managed on your network by an LDAP server, the e-mail addresses stored in the LDAP server can be used for Scan to E-mail.
To allow the machine to use the e-mail addresses in the LDAP server, the LDAP server settings must be configured in the Web page.



## Configuring SMTP, DNS and LDAP server settings.

### 1 Click [Quick Setup] in the menu frame.




### 2 Enter the required information in "SMTP", "DNS" and "LDAP".

For explanations of each setting, click [Help] in the upper right-hand corner of the window.

### 3 When you have completed all of the entries, click [Submit].

The entries will be stored.

**Note**

If you need to configure advanced settings for the SMTP, DNS, and LDAP servers, follow the procedures below.

- Configuring SMTP and DNS server settings
  Click [Services] in the menu frame to display the services setup screen. Select the desired server and then configure the required parameters for that server.
- Configuring LDAP server settings
  Click [LDAP] in the menu frame to display the LDAP setup screen. Configure the required parameters.

# PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords])

The settings and information programmed in the Web page can be protected by establishing passwords (click [Passwords] in the menu frame). The administrator must change the factory default password to a new password. The administrator should also take care to remember the new password. From now on, the new password must be entered each time you wish to configure settings in the Web pages.
A password can be set for the administrator and users.

## 1 Click [Passwords] in the menu frame.

## 2 Enter the current password in "Admin Password".

When establishing a password for the first time, enter "**TOSHIBA**" in "Admin Password".

**Caution** **Be sure to enter "TOSHIBA" in upper case (passwords are case sensitive).**

## 3 Enter passwords in "User Password" and "Admin Password".

- A maximum of 7 characters and/or numbers can be entered for each password (passwords are case sensitive).
- Be sure to enter the same password in "Confirm Password" as you did in "New Password".

## 4 When you have completed all entries, click [Submit].

The entered password is stored.
**After setting the password, turn the machine power off and then back on.**

When prompted to enter the password, a user should enter "user" in "User Name" and an administrator should enter "admin" in "User Name". The appropriate password should be entered in "Password". For more information, click [Help] in the upper right-hand corner of the window.

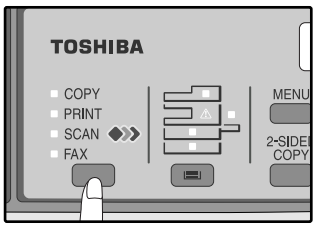
# 2 USING THE NETWORK SCANNER FUNCTION

This section explains the procedure for scanning from the machine after the network scanner settings have been configured in the Web page.
For the operation panel and the parts of the machine that are used for network scanning, see the operation manual for the machine.

## BASIC TRANSMISSION PROCEDURE



### 1 Press the [MODE SELECT] key to select scanner mode.

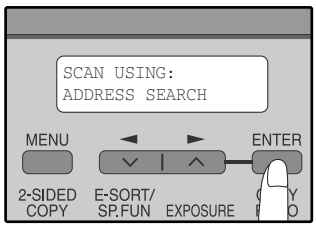



The "SCAN" indicator lights up to indicate that scanner mode is selected.

### 2 Place the original in the document feeder tray or on the document glass.

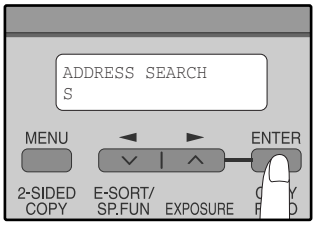
For information on how to place the original, see "IMAGE ORIENTATION AND STANDARD ORIGINAL LOADING ORIENTATION" (p.20).

### 3 Press the [◄] key (▽) or [►] key (△) to select "ADDRESS SEARCH" and then press the [ENTER] key.




The selections change as follows each time the [►] key (△) is pressed: "INPUT ADDRESS" → "GLOBAL ADDRESS" → "ADDRESS SEARCH". If you continue to press the [►] key (△), the stored destinations will appear in alphabetical order based on the initial stored for each destination.

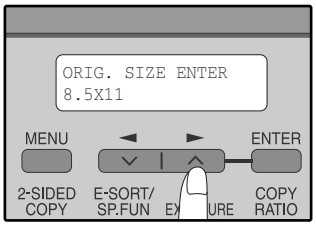
### 4 Enter search characters and press the [ENTER] key.




You will search the names that were entered for the destinations. Destinations matching the search characters will appear.
To enter characters, see "HOW TO ENTER CHARACTERS" (p.20).

### 5 Press the [◄] key (▽) or [►] key (△) to select the destination and then press the [ENTER] key.

### 6 Press the [◄] key (▽) or [►] key (△) to select the original size and then press the [ENTER] key.




The original size changes as follows each time the [◄] key (▽) or [►] key (△) is pressed: "8.5x11"→"8.5x5.5" →"A4"→"B5"→"A5" →"8.5x14"→"8.5x13".

### 7 Press the [START] key (◎) to begin scanning.

**Note**

- The [CLEAR] key ( C ) can be pressed during a scanning operation to return to the previous step of the operation. To cancel a scanning operation and return to the initial state of scanner mode, press the [CLEAR ALL] key ( CA ).
- The network scanner function cannot scan both sides of an original placed in the RADF.
- The scan settings stored in a scan mode cannot be edited if the scan mode has been selected for a destination. You can either store the desired settings in a new scan mode as explained in "STORING SCANNING SETTINGS" (p.7) and then edit the destination settings, or you can cancel the selection of the scan mode for the destination and then edit the scan mode settings.

**Caution**

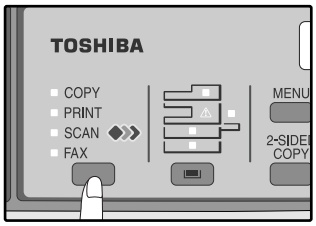
- **Before performing Scan to E-mail, read "IMPORTANT POINTS WHEN USING SCAN TO E-MAIL" (p.23). Take care that the image file is not too large.**
- **A limit for the size of image files that can be sent using Scan to E-mail can be set in "Maximum Size of E-mail Attachments" (p.14) of the Web page.**

# TRANSMISSION METHODS FOR SCAN TO E-MAIL

The e-mail address for a Scan to E-mail transmission can be entered manually or selected from e-mail addresses stored on an LDAP server.

## Sending an image by entering an e-mail address manually

### 1 Press the [MODE SELECT] key to select scanner mode.

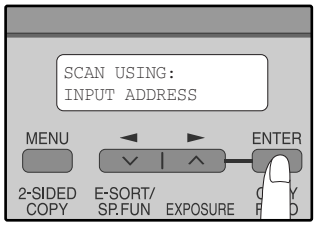



The "SCAN" indicator lights up to indicate that scanner mode is selected.

### 2 Place the original in the document feeder tray or on the document glass.

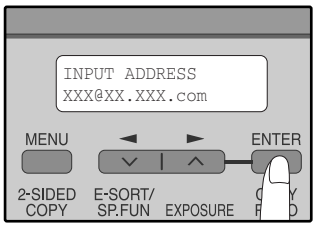
For information on how to place the original, see "IMAGE ORIENTATION AND STANDARD ORIGINAL LOADING ORIENTATION" (p.20).

### 3 Select "INPUT ADDRESS" and press the [ENTER] key.



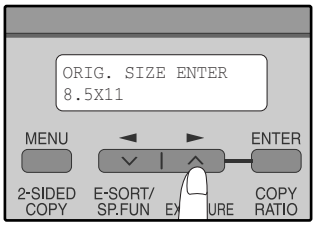

If "INPUT ADDRESS" does not appear, make sure that "Scan to ad-hoc E-mail" is enabled in the Web page (p.14).

### 4 Enter the destination e-mail address and press the [ENTER] key.




To enter characters, see "HOW TO ENTER CHARACTERS" (p.20).

### 5 Press the [◄] key (▽) or [►] key (△) to select the original size and then press the [ENTER] key.




The original size changes as follows each time the [◄] key (▽) or [►] key (△) is pressed:
"8.5x11"→"8.5x5.5" →"A4"→"B5"→"A5" →"8.5x14"→"8.5x13".

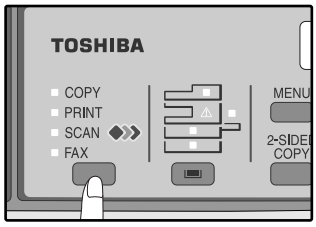
### 6 Press the [START] key (◎) to begin scanning.

**Note** The original is scanned using the settings of the scan mode that has the "Default Scan Mode" checkbox selected.

## Sending an image by selecting an e-mail address in an LDAP server

To use an LDAP server, the LDAP server settings must be configured in the Web page.

### 1 Press the [MODE SELECT] key to select scanner mode.

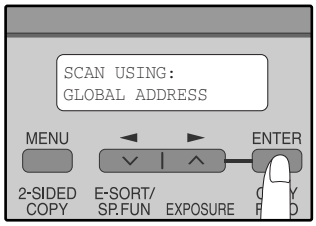



The "SCAN" indicator lights up to indicate that scanner mode is selected.

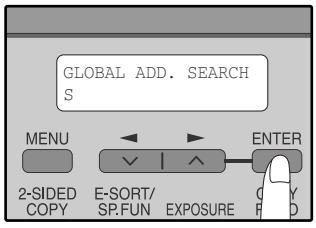
### 2 Place the original in the document feeder tray or on the document glass.

For information on how to place the original, see "IMAGE ORIENTATION AND STANDARD ORIGINAL LOADING ORIENTATION" (p.20).

### 3 Press the [◄] key (▽) or [►] key (△) to select "GLOBAL ADDRESS" and then press the [ENTER] key.




### 4 Enter search characters and press the [ENTER] key.

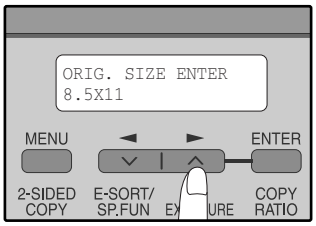



Destinations matching the search characters will appear.
To enter characters, see "HOW TO ENTER CHARACTERS" (p.20).

**Note** If you do not know the exact name, you can enter "∗" for characters that you do not know to conduct a wildcard search.

### 5 Press the [◄] key (▽) or [►] key (△) to select the destination and then press the [ENTER] key.

### 6 Press the [◄] key (▽) or [►] key (△) to select the original size, and then press the [ENTER] key.




The original size changes as follows each time the [◄] key (▽) or [►] key (△) is pressed:
"8.5x11"→"8.5x5.5"→"A4"→"B5"→"A5"→"8.5x14"→"8.5x13".

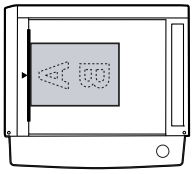
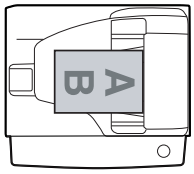
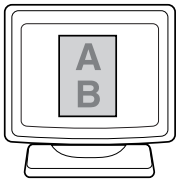
### 7 Press the [START] key (◎) to begin scanning.

**Note** The original is scanned using the settings of the scan mode that has the "Default Scan Mode" checkbox selected.

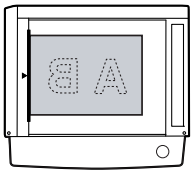
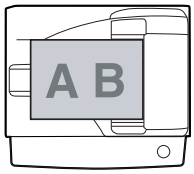
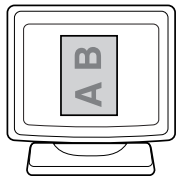
2

# IMAGE ORIENTATION AND STANDARD ORIGINAL LOADING ORIENTATION

When using the document glass, the original should be placed face down. Center the original vertically on the document glass with the top edge at the left edge of the glass.
When using the RADF, the original should be placed face up in the middle of the document feeder tray, with the top of the original to the right. (The network scanner function cannot scan both sides of an original placed in the RADF.)

| Document glass | RADF (if RADF has been installed) | Scanning result |
|---|---|---|
|  |  |  |

Long horizontal originals (from 8-1/2" to 14") can only be placed as shown below.
For this reason, the scanned image will be rotated 90° when viewed on a computer.

| Document glass | RADF (if RADF has been installed) | Scanning result |
|---|---|---|
|  |  |  |

# HOW TO ENTER CHARACTERS

You can enter letters with the numeric keys. Letters are marked above each of numeric keys [2] through [9]. To enter a letter, press the appropriate key repeatedly until the desired letter appears (the number of the key appears first, followed by letters in the order marked above the key). The keys used for entering characters are shown below.

The following characters can be entered with the numeric keys:

| Characters that can be entered | | |
|---|---|---|
| key | When entering e-mail address | When entering search characters |
| 1 | 1 | 1 Space |
| 2 | a b c 2 A B C | A B C 2 a b c |
| 3 | d e f 3 D E F | D E F 3 d e f |
| 4 | g h i 4 G H I | G H I 4 g h i |
| 5 | j k l 5 J K L | J K L 5 j k l |
| 6 | m n o 6 M N O | M N O 6 m n o |
| 7 | p q r s 7 P Q R S | P Q R S 7 p q r s |
| 8 | t u v 8 T U V | T U V 8 t u v |
| 9 | w x y z 9 W X Y Z | W X Y Z 9 w x y z |
| * | _-.@ | *} {][?>=;:,+)('&%$"!/_-.@# |
| 0 | 0 | 0 |
| # | @.-_ | #@.-_/!"$%&'()+,:;=>?[]{}* |

- To enter two characters in succession which require using the same key, press the [►] key (▽) once after entering the first character and then enter the second character.
- If you enter an incorrect character or number, follow these steps to correct the mistake.
  1. Press the [◄] key (▽) or [►] key (△) to move the cursor to the character immediately following the incorrect character.
  2. Press the [CLEAR] key (C).
     The character in front of the cursor is deleted.
  3. Enter the correct character.
     The character is inserted in front of the cursor.

# TROUBLESHOOTING

If a problem or question arises, try to solve the situation using the following information before contacting your service technician.
Image transmission problems are explained here. For image scanning problems, see the operation manual for the machine.

| Problem | Cause and solution |
|---|---|
| **The scanned image is clipped.** | **The selected "Scan Size" setting is smaller than the actual original size.**<br>→ Set the scan size to the actual original size (p.17) and make sure that the original is placed in the correct orientation (p.20).<br>If you intentionally selected a size setting smaller than the actual original size, take into consideration the part of the original that you wish to scan when placing the original. For example, if the actual size is 8-1/2" x 11" and you selected 5-1/2" x 8-1/2" for the size setting, place the original so that the part that you wish to scan is within the 5-1/2" x 8-1/2" area at the left, center of the glass. |
| **The received image data cannot be opened.** | **The viewer program used by the recipient does not support the format of the received image data.**<br>→ Try selecting a different file type (TIFF / PDF / JPEG) and/or a different compression format (None, MH (G3), MMR (G4)) when sending the image data.<br>Otherwise, have the recipient use Desktop Document Manager or a viewer program that supports the above combinations of file types and compression formats. |
| **When the same file name is used for two successive Scan to FTP transmissions, the second file is not sent.** | The first file may still remain in the cache of the file server client. Disable use of the cache in the client software. |
| **The recipient does not receive transmitted data.** | **There is a mistake in the stored destination information or the wrong destination was selected.**<br>→ Make sure that the correct destination information is stored. If there is a mistake, correct it (p.12).<br>* If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem. |
| **The recipient does not receive data sent by e-mail (Scan to E-mail).** | Check the Web page to see if a limit has been set for the size of image files sent using Scan to E-mail (the factory default setting is "Unlimited"). A limit can be set from 1 MB to 10 MB. Consult the administrator of the Web page to select a suitable limit (p.14). |
| | The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the amount of data sent is within the limit setting explained above, if it exceeds the limit set by the administrator of the mail server, the data will not be delivered to the recipient.<br>Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.) |
| **Transmission takes a long time.** | When there is a large amount of image information, the data file is also large and transmission takes a long time. |

**Caution**

**Pay attention to the following points when selecting scan settings to ensure that an image file is created that suits the purpose of transmission in terms of image quality and file size. Scan settings are configured in the Web page.**

- **Color mode**
  Select a color mode that is appropriate for the use of the document to be scanned so that the file size will not be larger than necessary.
  Scanning a document with the color mode set to gray scale or black and white will yield a smaller file size than scanning in color.
- **Resolution**
  For normal text originals, a sufficiently legible image is produced when the color mode is set to "Mono 2 gradation" and the resolution is 200 dpi or 300 dpi.
  The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as an original that includes photographs or illustrations. Note that a high-resolution setting will result in a larger file size and transmission may not be successful if there is insufficient disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original.



# DISPLAY MESSAGES

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the operation panel on the machine.

| Error Code | Solution | Page |
|---|---|---|
| CE-00<br>CE-01 | Turn off the power and turn it back on. Consult with your network administrator to make sure that no problems exist on the network or in the server. If the error is not cleared after turning the power off and on, turn off the power and contact your dealer. | — |
| CE-02<br>CE-04 | Server access denied.<br>The scanned image was not sent because a connection to the server could not be established. Make sure that the SMTP server settings or FTP server settings in the Web page are correct. The procedure for configuring the SMTP server is explained in "VARIOUS SERVER SETTINGS", and the procedure for editing Scan to FTP destination information is explained in "Editing and deleting programmed transmission destinations". | 12, 15 |
| CE-03 | The scanned image was not sent because the server was busy or there was too much traffic. Wait briefly and then try again. | — |
| CE-05 | The scanned image was not sent because the directory of the destination FTP server was not correct. Make sure that the correct FTP server information is configured in the Web page. | 12 |
| CE-09 | The size of the scanned image file exceeds the upper limit set in "Maximum Size of File" in the Web page. Reduce the number of original pages scanned into the file, or change the upper limit set in "Maximum Size of File". | 14 |
| CE-12 | The maximum number of destinations that can be searched has been exceeded. Increase the number of search characters to narrow the range of the LDAP search. | 19 |
| MEMORY FULL | The memory became full during scanning. Scan less pages, lower the resolution, or change the color mode so that the file size is smaller, and try scanning again. For the scan mode settings, see "STORING SCANNING SETTINGS". (See Help in the Web page for explanations of each of the settings.) | 7 |

# IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail is not successfully transmitted, an e-mail informing you of this fact is sent to the return address configured in the SMTP server. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

# IMPORTANT POINTS WHEN USING SCAN TO E-MAIL

Be very careful not to send image data files that are too large.
Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment.
If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.
The images on the following page will produce the following file sizes when scanned as 8-1/2" x 11" size or A4 size originals:

| Resolution | File size of text original A when scanned | File size of photo original B when scanned | |
|---|---|---|---|
| | Mono 2 gradation | Grayscale | Full Color |
| 75 dpi | Approx. 10 KB | Approx. 125 KB | Approx. 140 KB |
| 300 dpi | Approx. 34 KB | Approx. 1430 KB (Approx. 1.43 MB) | Approx. 1440 KB (Approx. 1.44 MB) |

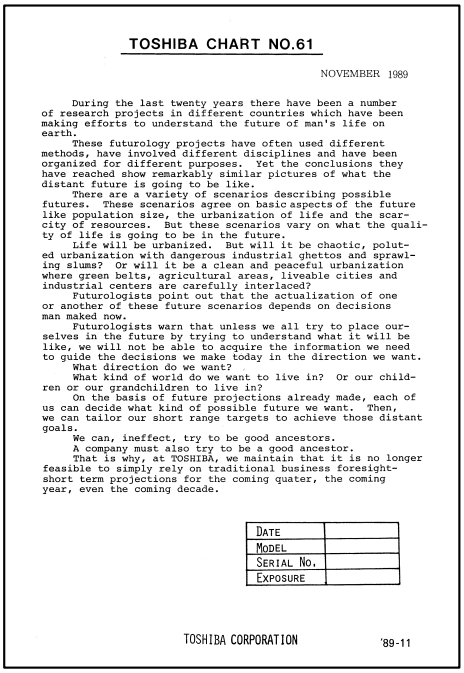
* All sizes are for image files created in TIFF MMR (G4) format.
If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

Although the actual limitation depends on your network environment, a general guideline for the maximum file size for Scan to E-mail is 2000 KB (2 MB). In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

### Original image samples

The original images shown below are samples to help you understand the above explanations. Note that these images are smaller than the actual originals (the actual originals are 8-1/2" x 11" size).

Text original A



TOSHIBA CHART NO.61

NOVEMBER 1989

During the last twenty years there have been a number of research projects in different countries which have been making efforts to understand the future of man's life on earth.

These futurology projects have often used different methods, have involved different disciplines and have been organized for different purposes. Yet the conclusions they have reached show remarkably similar pictures of what the distant future is going to be like.

There are a variety of scenarios describing possible futures. These scenarios agree on basic aspects of the future like population size, the urbanization of life and the scarcity of resources. But these scenarios vary on what the quality of life is going to be in the future.

Life will be urbanized. But will it be chaotic, polluted urbanization with dangerous industrial ghettos and sprawling slums? Or will it be a clean and peaceful urbanization where green belts, agricultural areas, liveable cities and industrial centers are carefully interlaced?

Futurologists point out that the actualization of one or another of these future scenarios depends on decisions man maked now.

Futurologists warn that unless we all try to place ourselves in the future by trying to understand what it will be like, we will not be able to acquire the information we need to guide the decisions we make today in the direction we want.

What direction do we want?

What kind of world do we want to live in? Or our children or our grandchildren to live in?

On the basis of future projections already made, each of us can decide what kind of possible future we want. Then, we can tailor our short range targets to achieve those distant goals.

We can, ineffect, try to be good ancestors.

A company must also try to be a good ancestor.

That is why, at TOSHIBA, we maintain that it is no longer feasible to simply rely on traditional business foresight-short term projections for the coming quater, the coming year, even the coming decade.

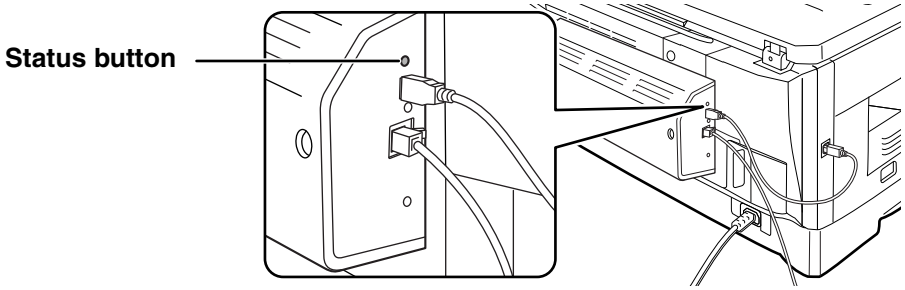
| | |
|---|---|
| DATE | |
| MODEL | |
| SERIAL NO. | |
| EXPOSURE | |

TOSHIBA CORPORATION '89-11

Photo original B

# CHECKING THE IP ADDRESS

To check the IP address of the machine, hold down the status button on the network expansion kit at least 2 seconds to print out a Printer Setting List.






## HOW TO RESET THE NETWORK EXPANSION KIT

To reset the network expansion kit, power on the machine while holding down the status button on the network expansion kit.

**Caution** Network scanner destination information and scanning settings will remain after the network expansion kit is reset, however, the network settings and network printer settings will revert to the factory default settings.

# 4 DESKTOP DOCUMENT MANAGER CD-ROM (for Windows)

The CD-ROM contains the following software programs:

- **Desktop Document Manager* (Desktop Document Management Software)**
- **Network Scanner Tool**
- **TOSHIBA TWAIN AR/DM (Twain driver)**

* Desktop Document Manager can only be installed on the number of computers indicated in "Desktop Document Manager Serial Numbers" on the cover of "Important Information". If you need to install Desktop Document Manager on additional computers, please purchase the optional license kit.
(If the version of the software on the CD-ROM in the license kit is different from the version of the software on the CD-ROM that accompanies the machine, it is recommended that you use the newest version of the software.)



# SOFTWARE PROGRAMS

For detailed information on each of the software programs, please refer to the user's guides on the CD-ROM.
To view the manuals in PDF format, Acrobat Reader or Adobe Reader of Adobe Systems Incorporated is required. If neither program is installed on your computer, the programs can be downloaded from the following URL:

**http://www.adobe.com/**

## DESKTOP DOCUMENT MANAGER (Desktop Document Management Software)

Desktop Document Manager lets you manage a variety of electronic information such as scanned image data from a Digital Laser Copier/Printer or documents created using word processing or spreadsheet application software. Some of the important features of Desktop Document Manager are:

- Desktop Document Manager works with your scanner to let you read paper documents into your computer using a full-featured set of scanning controls and options.
- Desktop Document Manager makes editing of your images and documents quick and easy.
- A text image scanned into Desktop Document Manager can be converted into editable text for use with your favorite word processor. Desktop Document Manager uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts.
- Distributing documents by e-mail or printing a hard copy is as easy as dragging a file onto an icon on the Desktop Document Manager OutputZone.
- Multiple files can be combined together into a single new file. After creating a combination file, the page order can be changed or new pages added.
- You can search for an image or text file using a single word, phrase, or list of words. You can also perform a detailed search by specifying the file type, modified data, or a keyword.
- A color image scanned on the machine can be saved as a PDF file using a high compression ratio to reduce the file size. (To view a PDF file saved using a high compression ratio, the latest version of Adobe Reader is required.)

## NETWORK SCANNER TOOL

This is a utility that helps you use Scan to Desktop. It configures the necessary settings in the Digital Laser Copier/Printer and client computer to receive data. In addition, Network Scanner Tool will automatically start Desktop Document Manager upon receiving image data.
The scanned image received by your computer can automatically be:

- Saved in a folder.
- Passed to the application set in Network Scanner Tool.
- Sent as e-mail.
- Saved in Desktop Document Manager.

## TOSHIBA TWAIN AR/DM

TOSHIBA TWAIN AR/DM imports image data from a Twain interface into a Twain-compliant application. TOSHIBA TWAIN AR/DM has the following features:

- A selected range of the image data can be imported.
- The image can be rotated when imported.

# USER'S GUIDES FOR SOFTWARE PROGRAMS



The Manual folder in the CD-ROM contains user's guides (in PDF format) for each of the software programs.

- **Desktop Document Manager Installation Guide**
- **Desktop Document Manager User's Guide**
- **Network Scanner Tool User's Guide**
- **TOSHIBA TWAIN AR/DM User's Guide**

In addition to explaining how to use the programs, the user's guides also give detailed instructions for installing and setting up the programs. Be sure to read the user's guides before installing the programs.

# INSTALLING THE SOFTWARE PROGRAM

Note the following when installing the software program from the CD-ROM:

- Be sure to check the system requirements for installation of each of the software programs in the user's guides and on the Information screen during installation.
- The user's guides give detailed instructions for installing and setting up the programs. Be sure to read the user's guides before installing the programs. In particular, if you are going to use Network Scanner Tool, be sure to carefully read the instructions regarding network preparation and setup procedures before installing the program. The network administrator should verify that network preparation has been carried out correctly.
- If you are going to send an original scanned with the Digital Laser Copier/Printer to a computer (Scan to Desktop), Network Scanner Tool must be installed.
- If you perform a standard installation of Desktop Document Manager (select "Typical" in the Setup Type selection screen), Network Scanner Tool will be also be installed, alternatively you can also select "Custom" installation and install only Network Scanner Tool.
- If Internet Explorer 6.0 or later is not installed on your computer, see the installation procedure for Internet Explorer in the Readme file (Readme.txt) in the root folder of the "Disc 2" CD-ROM.
- If you intend to install TOSHIBA TWAIN AR/DM, install Network Scanner Tool first. TOSHIBA TWAIN AR/DM cannot be installed alone.
- The contents of the Information screens that appear during installation can also be found in the ReadMe files on the same CD-ROM. The ReadMe file for Desktop Document Manager is located in the root folder of the CD-ROM, and the ReadMe file for TOSHIBA TWAIN AR/DM is located in the Twain folder.



## INSTALLING DESKTOP DOCUMENT MANAGER AND NETWORK SCANNER TOOL

### 1 Quit any software applications and/or resident programs that are running on your computer.

### 2 Insert the "Disc 1" CD-ROM into your CD-ROM drive.

- The Desktop Document Manager installation screen appears. Proceed to step 6.
- If the screen does not appear, proceed to step 3.

### 3 Click the "start" button and then click "My Computer" ( ).

- In Windows 98/Me/2000, double click "My Computer".
- In Windows Vista, click the "Start" button and then click "Computer".

### 4 Double click the CD-ROM icon ( ).

The Desktop Document Manager installer starts.

### 5 Follow the instructions on the screen.

In Windows Vista, if a message screen appears asking you for confirmation, click "Allow".

### 6 When the "Customer Information" window appears, enter the serial number that appears on the cover of the this manual, and click the "Next" button.

Follow the instructions on the screen.

- If you select "Typical" in the Setup Type selection screen, Network Scanner Tool will also be installed. If you only wish to install Network Scanner Tool, select "Custom" in the Setup Type selection screen and then check only Network Scanner Tool.
- Desktop Document Manager Imaging* is installed together with Desktop Document Manager. If Imaging for Windows was previously installed, Desktop Document Manager Imaging will overwrite Imaging for Windows.
- If Eastman Software's "Imaging for Windows Professional Edition" has already been installed on your computer, Desktop Document Manager Imaging will not be installed.
- "Imaging for Windows Professional Edition" and Desktop Document Manager Imaging use common registry entries, and installing "Imaging for Windows Professional Edition" after Desktop Document Manager Imaging has been installed may result in abnormal operation. In this case, uninstall Desktop Document Manager and Desktop Document Manager Imaging, and then install "Imaging for Windows Professional Edition". After that, reinstall Desktop Document Manager.

• When Network Scanner Tool setup is finished, the "Search Setup Wizard" appears. Follow the on-screen instructions to create an index database. For detailed information, see the Desktop Document Manager Installation Guide and Desktop Document Manager User's Guide.

* Desktop Document Manager Imaging is a version of Eastman Software's Imaging for Windows Professional Edition that has been cumtomized by the Toshiba Tec Corporation.

# INSTALLING TOSHIBA TWAIN AR/DM

TOSHIBA TWAIN AR/DM cannot be used in Windows Vista.

**1 Quit any software applications and/or resident programs that are running on your computer.**

**2 Insert the "Disc 1" CD-ROM into your CD-ROM drive.**

If the Desktop Document Manager installation window appears, click "Cancel" to exit the setup procedure.

**3 Click the "start" button and then click "My Computer" ( ).**

In Windows 98/Me/2000, double click "My Computer".

**4 Click the CD-ROM icon ( ) and select "Open" from the "File" menu.**

**5 Double-click the "Twain" folder, and then double-click the "SETUP" icon ( ).**

**6 Follow the instructions on the screen.**

4

# UNINSTALLING THE SOFTWARE PROGRAM

To remove the software, follow the steps below.

- When Desktop Document Manager is uninstalled, Network Scanner Tool is also uninstalled. Note that if Network Scanner Tool is uninstalled, you will no longer be able to directly receive image data from the Digital Laser Copier/Printer.
- If a user-created file is saved in the Desktop Document Manager desktop folder, the Desktop Document Manager desktop folder will not be deleted when Desktop Document Manager is uninstalled.
- If you uninstall Desktop Document Manager Imaging in Windows 98/Me/2000, you will not be able to open image files unless you re-install the Windows accessory Imaging for Windows.
- Removing TOSHIBA TWAIN AR/DM will not delete the spooler folder which stores image data.

## UNINSTALLING THE SOFTWARE PROGRAM FROM THE CONTROL PANEL

**1 Click "Control Panel" in the "start" menu.**

In Windows 98/Me/2000, click "Start", "Settings", and then "Control Panel".

**2 Double click "Add or Remove Programs".**

- In Windows 98/Me/2000, double click "Add/Remove Programs".
- In Windows Vista, click "Uninstall a program".

**3 Select the application that you wish to delete ("Desktop Document Manager" or "TOSHIBA TWAIN AR/DM") from the list and uninstall the software.**

# 5 SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to the operation manual for the machine.

| | |
|---|---|
| File format | File type: TIFF/PDF/JPEG<br>Compression mode: MH (G3)/MMR (G4)/None |
| File creation method | One file for all pages/One file per each 1 to 6 pages |
| Scan destinations | Scan to FTP, Scan to Desktop, Scan to E-mail |
| Supported client PC operating systems (for Scan to Desktop function) | Windows 98, Windows Me,<br>Windows 2000 Professional, Windows XP Home Edition,<br>Windows XP Professional, Windows Vista |
| Web browser | Internet Explorer 5.5 or later (Windows),<br>Netscape Navigator 6.0 or later |
| Management system | Uses built-in Web server |
| Network protocol | TCP/IP, SMTP, LDAP, FTP |
| Supported mail system | Mail servers supporting SMTP |
| LAN connectivity | 10Base-T/100Base-TX Ethernet |
| Number of destinations | 200 maximum |
| Number of destinations for Scan To E-mail broadcast transmission | 100 maximum* |

* Multiple e-mail addresses (up to 100) can be stored as a group. Note that this may reduce the maximum number of destinations (normally 200) that can be stored.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

**NETWORK EXPANSION KIT**

**Operator's Manual for Network Scanner**

# GA-1330

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

QUALITY SERVICE

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